

Using the Macintosh OS 10.4 (Tiger Edition)

The Opening Screen Menus

The Macintosh opening screen is uncluttered, with menus across the top, the local drive icon in the upper right corner of the screen, and the Dock positioned along the screen bottom.

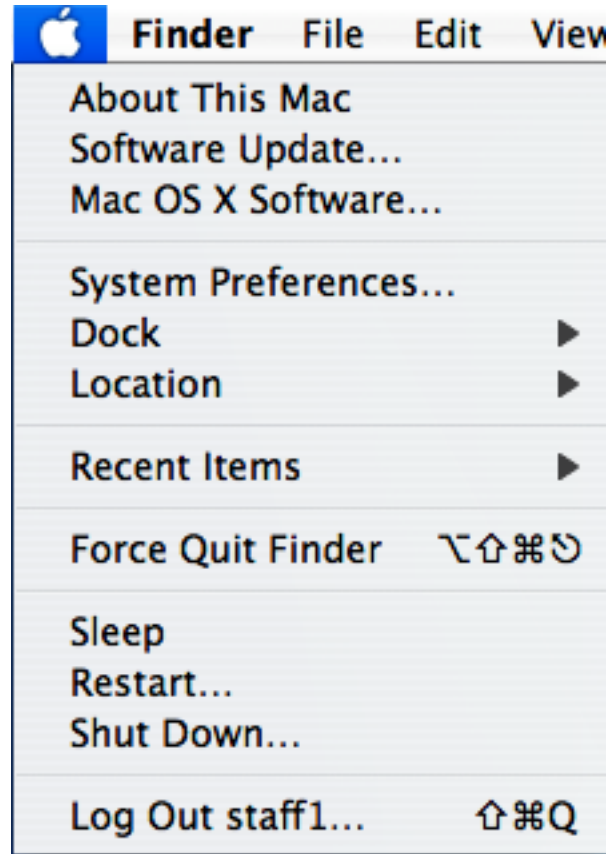
The Apple menu. At the right is a picture of the first menu, the APPLE menu. This menu has Mac-wide commands like SLEEP, RESTART, and SHUT DOWN. In Mac OS X, this menu never changes.

The Menu bars. The most important commands are placed in menus that drop down. They are translucent and they stay down (unless you click the mouse or start a command). The first menu in every program tells you what program you are using. Each of the application's menus pertain to the program you are using.

The FILE and EDIT menus are placed following the application menu. The FILE menu contains commands for opening, saving, and closing files. The EDIT menu contains the COPY, CUT, and PASTE commands.

The last menu is usually the HELP menu. It opens a miniature Web browser that you use to search the online Mac help files.

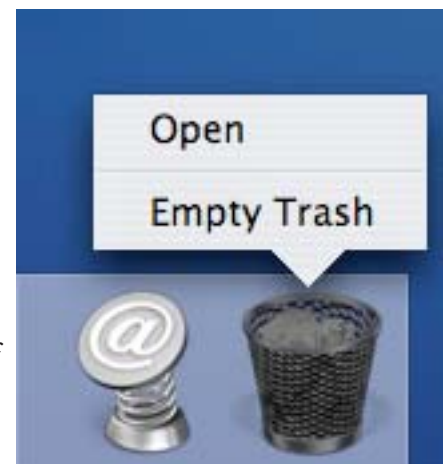
The Dock. This ribbon of icons is a launcher for the programs, files, and items you use often.



Program icons appear on the left side. The icon on the dock of a program that is running will show a small triangle pointing up beneath the program icon. On your own Mac, you can add a new icon to the Dock by dragging it there and remove a Dock icon by dragging it away from the Dock (if it is not running). Click a Dock item once to open it.

On the right side, the two icons are Mac OSX and Trash. A handy keyboard shortcut to open or empty the trash is CONTROL-CLICK (point to the Trash icon, press down the CONTROL key, and click the mouse). A shortcut menu appears. Click on OPEN to look at the files that are in the TRASH. Click on EMPTY TRASH to delete the files in the TRASH.

An icon of a miniaturized file of a program displays on the right side of the dock. You can restore a minimized file window by clicking on its icon in the dock.



Disc Icons

The icon of your hard drive appears where it has always been, in the upper right of the desktop. Double-click on the icon to open it. If you have a removable drive attached to your Mac, its icon also appears on your desktop.

Finder Windows

The first icon on the DOCK is the FINDER. Click on the FINDER icon and a FINDER window will open.

The pane at the left side of every FINDER window is called the SIDEBAR. It lists places where you might look for files and folders. In the screen picture at the right, the APPLICATIONS icon is selected. In the main part of the window, icons representing applications display. If you click the icon of a file or program, it opens.

At the top of the SIDEBAR, you see, in addition to icons for the Network and the Macintosh HD (hard drive), an icon representing a CD (if one is inserted into the drive) and/or an icon representing a removable drive. An EJECT icon is seen at the right of any removable drive icon in the SIDEBAR. Clicking that EJECT icon will eject the drive.



The EJECT key is located in the upper right of the keypad part of the keyboard. Using that key opens the CD drive to allow you to insert a CD, and it also opens the drive so that you can remove the CD.



Window Buttons on the Mac

There are three small buttons at the upper left corner of a window. The left-most button with the tiny x in it is a red color. It is the CLOSE button. The center button containing the minus sign is a yellow color. It is the MINIMIZE button. The third button, with the tiny + in it, is colored green. It is the ZOOM button.

Clicking the red button closes the window, which collapses back into the icon from which it came. The universal keyboard command for the close button is `COMMAND-W`.

Clicking the yellow button minimizes a file window, and its icon appears at the right side of the `DOCK`. To bring it back, click the newly created `DOCK` icon. If you have trouble clicking on the small yellow minimize button, just double-click any part of the entire `TITLE` bar. Here is a screen picture of a portion of the `DOCK` showing icons that represent a minimized `WORD` document and a minimized `EXCEL` document.



Clicking the green button zooms the window as needed to reveal the icons in it.

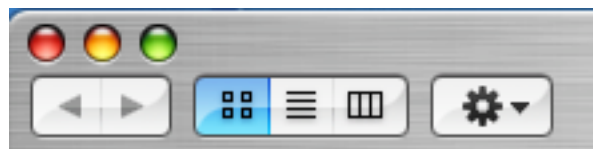
Opening folders in windows

If you double-click a folder in a window, the original window disappears, allowing the contents of the opened folder to replace the previous window. If you want to backtrack, click the tiny left-arrow button, located beneath the three buttons in the upper left area of the window. If, however, you want to move a file from one window to another, you may want to open another window. Open another window by dropping down the `FILE` menu and choosing `NEW FINDER WINDOW` (shortcut keys: `COMMAND-N`).

The three window views

You can choose one of the following views: icons, as a single list, or in a series of columns. In icon view, every file, folder, and disk is represented by a small picture.

In the upper left of the window, see the three icons (that represent views) that are in the center of this screen picture. The first view is the icon view, the middle view is the list view, and the third icon represents the column view. To see the options available from any view, click the down arrow on the far right icon and choose `SHOW VIEW OPTIONS` on the menu that appears.



When working in list view, you see a strip of column headings. Click `NAME` for alphabetical order, `DATE MODIFIED` to view newest first, and `SIZE` to view largest files at the top.

Ending a session

On your own personal Macintosh, if you are the only one using the computer, you can easily let it go to sleep rather than shutting it down.

Sleep Mode

Sleep mode consumes very little power, keeps everything you were doing open and available, and wakes up almost immediately when you press a key or click the mouse. To make your Mac sleep, do one of the following:

- Choose `APPLE`, then `SLEEP`. Your Mac immediately goes into sleep mode.
- Press `CONTROL-EJECT`. In the dialog that display, click `SLEEP` (or type `S`).
- Just walk away. The `ENERGY SAVER` setting will place the computer in `SLEEP` mode automatically after a specified time.

Restart

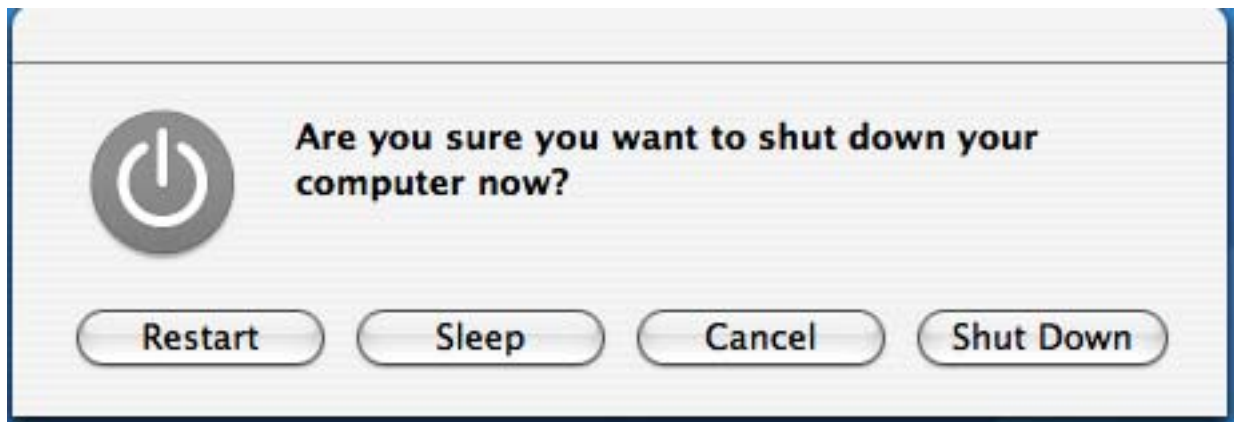
Use any of the following methods to restart your Macintosh:

- Choose **RESTART** on the **APPLE** menu. A confirmation dialog box appears; click **RESTART** or press **ENTER**.
- Press **CONTROL-COMMAND-EJECT**.
- * Press **CONTROL-EJECT** and see the dialog box noted below. Click the **RESTART** button.

Shut Down

If you do not plan to use your computer for a couple of days, then use the **SHUT DOWN** command with one of the following methods:

- Choose the **SHUT DOWN** command on the **APPLE** menu. A **CONFIRMATION** dialog box appears. Click **SHUT DOWN** or press **ENTER**.
- Press **CONTROL-EJECT**. In the **CONFIRMATION** dialog box, click **SHUT DOWN** or press **ENTER**.



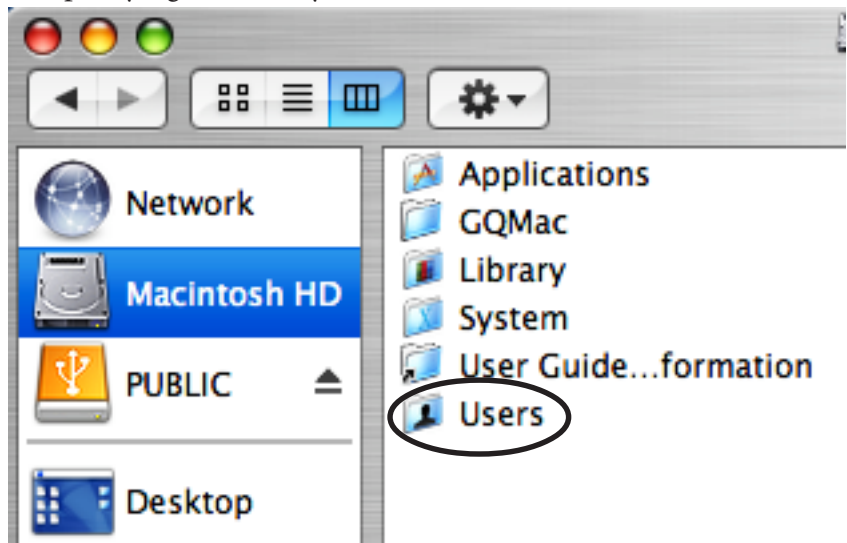
Your Home Folder

On your own Macintosh, you have a **HOME** folder stored on the Macintosh hard drive. It will either have your name or the name that was assigned to it when your Mac was installed. It is the folder to which your files will be automatically saved, unless you specifically indicate another location.

When using the Macintosh computers in The HUB, you will need to know where to look for your files if you have inadvertently saved them without specifying where they should be saved.

The **HOME** folder in the Macintosh computers in the HUB is named **Staff1**. Here is a screen picture of the location of the **USERS** folder in the Macintosh hard drive.

Inside the **USERS** folder, you will locate the **HOME** folders for everyone who uses the particular computer and has had a folder assigned to him or her. In the HUB, the **HOME** folder is titled **Staff1**. This folder will be cleaned out regularly.



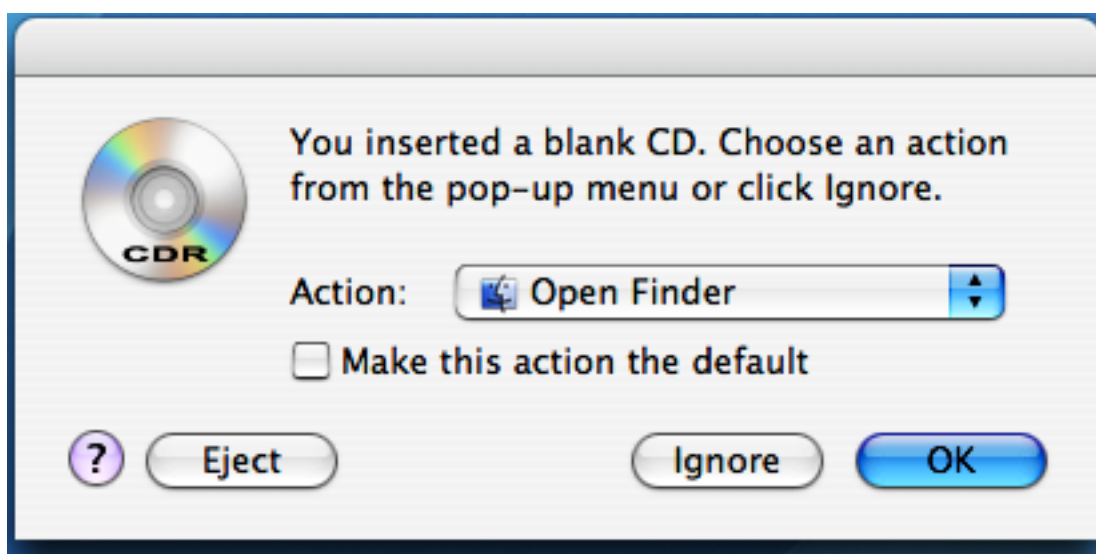
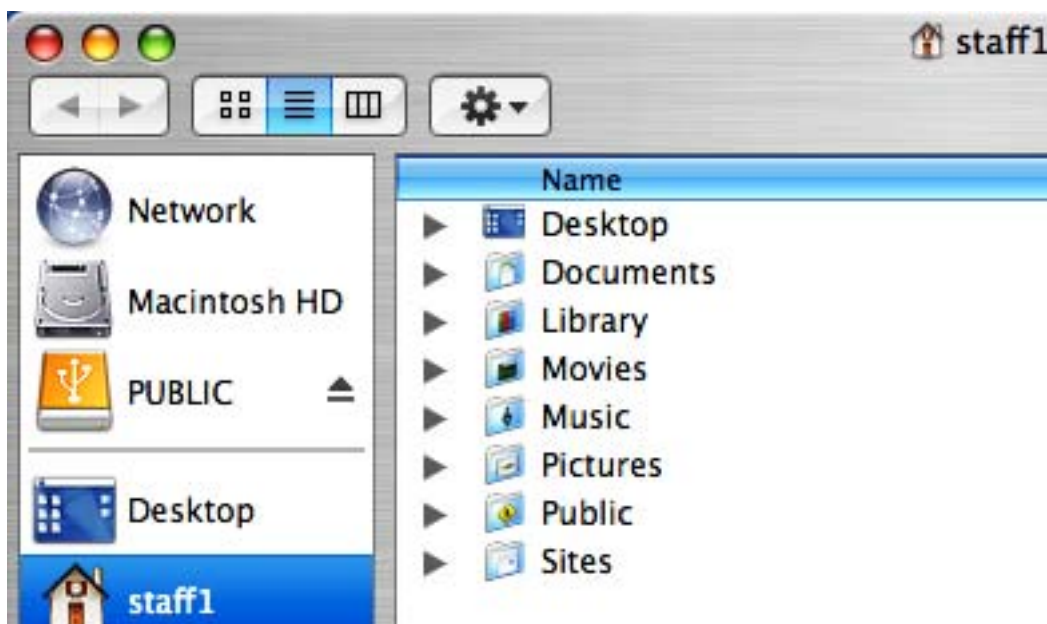
You do not have to go through the Mac hard drive to locate your users folder. When you open a window with the FINDER, you can locate your folder in the left pane (the SIDEBAR), as the screen picture here illustrates.

Burning CDs

A convenient and easy method to use for backing up data, is to burn it to a CD-R.

The Macintosh computers at Chabot (except in certain classes that need them) do not have the super drives that are necessary to allow users to burn DVDs. You can purchase blank CD-R (CD Recordable) discs very inexpensively in bulk. Follow these steps:

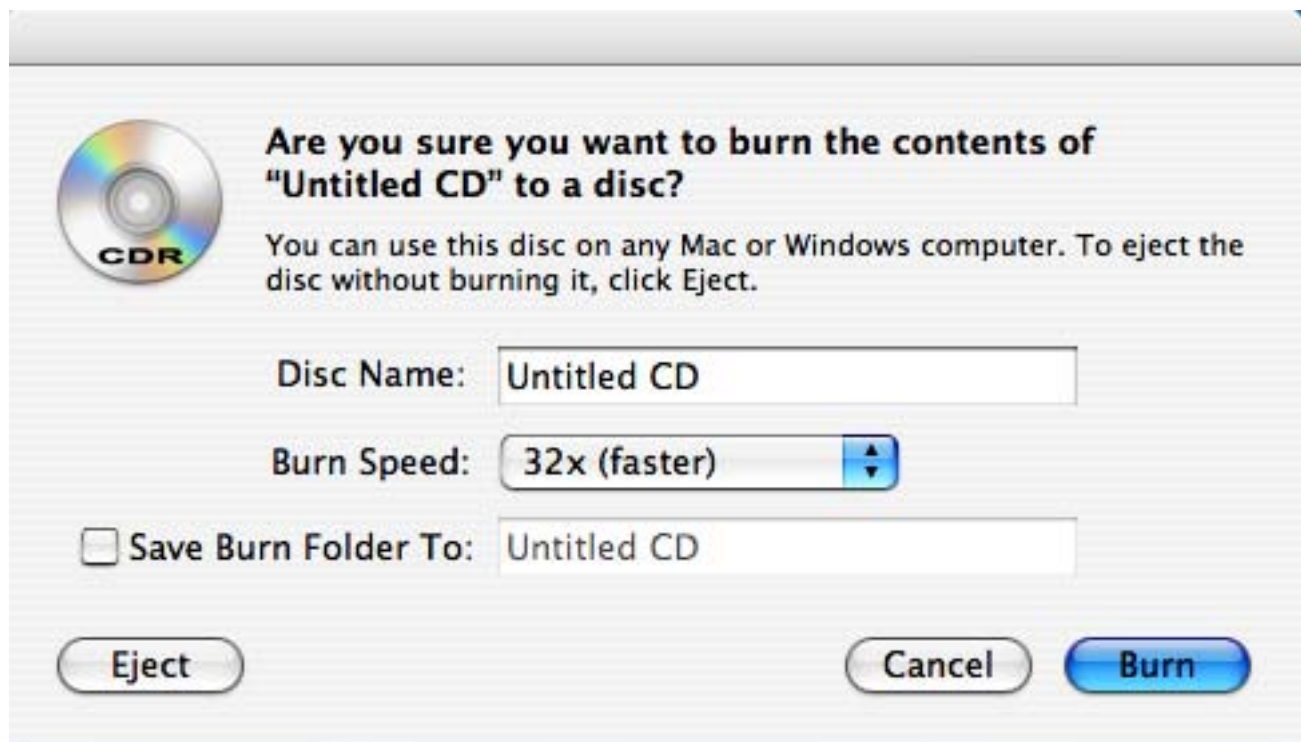
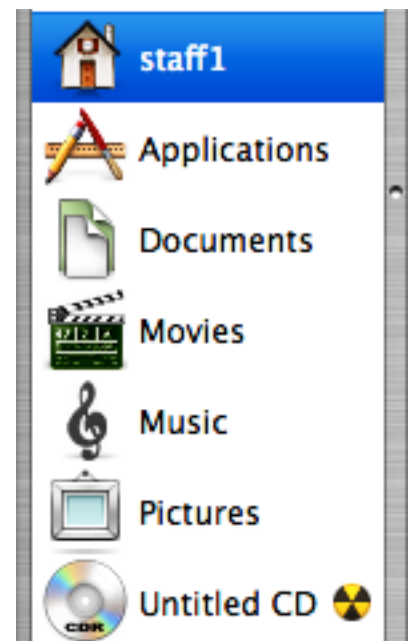
1. Insert a blank disc. You will see a dialog box displayed asking what you want to do with this blank disc. See the picture below of this dialog box.
2. With the OPEN FINDER selected, click the OK button.
3. You will now see the disc's icon appear on the desktop, and its icon will also appear in the bottom half of the SIDEBAR, with a round BURN symbol that looks like a radioactivity logo.



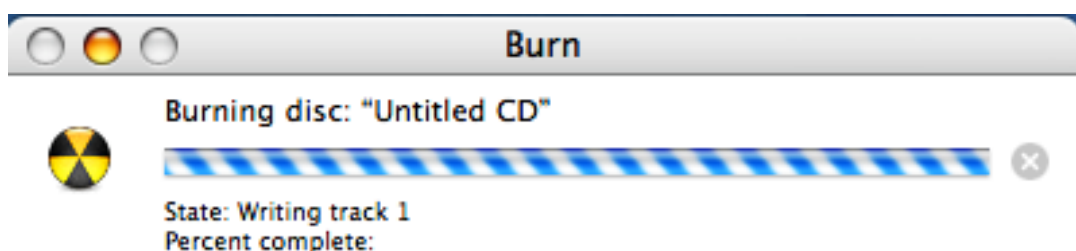
4. At this point, you can begin dragging files on to the disc's icon. Or, if you wish, you can double-click on the icon, and the icon's window will open into which you can drag your files. Using a window to organize your files for burning is good if you have a number of files.
5. You will see the icon for the Untitled CD, and also note the SIDEBAR showing the UNTITLED CD with the burn symbol at the right.



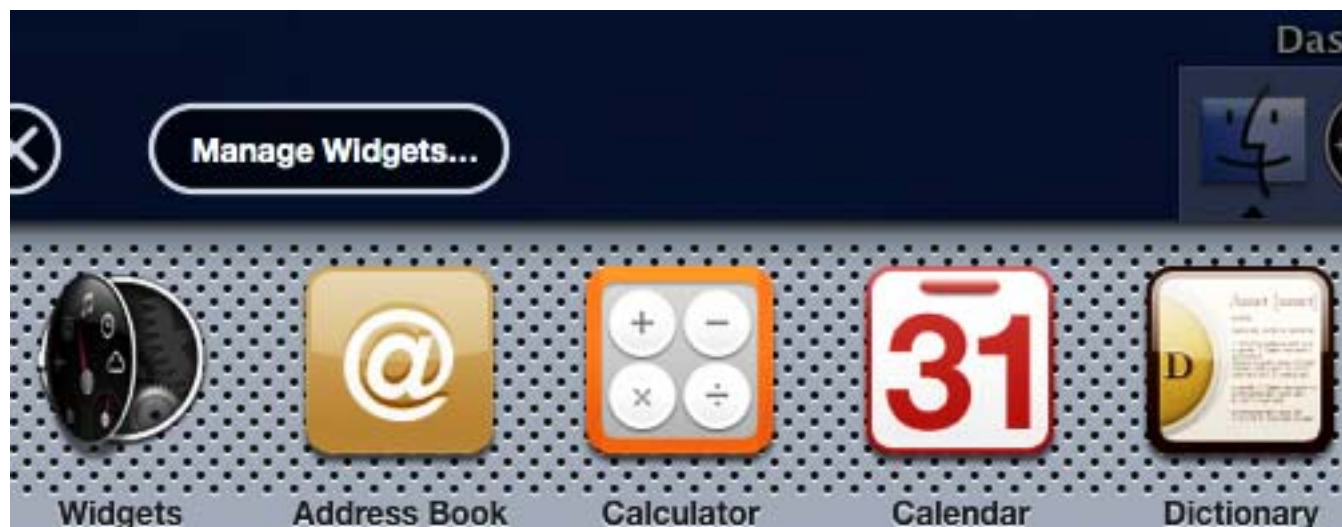
6. You can add, remove, reorganize, and rename the files in the window. At the bottom of the window, the STATUS bar gives you a running total of the disc space you have filled up. Keep in mind that a CD-R disc holds a total of 700 MB of data.
7. You can also rename the CD, just as you would a file or folder, as follows: click on its name or icon, wait a moment, then click again. A rectangle appears around the name, and you can now type in the name you want.
8. When you have finished adding files, do one of the following:
 - Choose the command BURN DISC from the FILE menu.
 - Click the BURN button next to the disc's name in the SIDEBAR.
 - Drag the CD icon to the TRASH, which will show a BURN symbol.
9. You will see a confirmation dialog, asking whether you are sure you want to burn the contents of "Untitled CD" (or *yournameCD*) to a disc. If you have not previously named the disc, you can name it at this step, then click the BURN button.



10. You will now see a dialog that shows you the progress of the burning of the disc. See the screen picture below of this dialog.
12. When finished, drag the CD to TRASH (which now becomes an EJECT icon) to eject it.



The Dictionary/Thesaurus



The DICTIONARY/THESAURUS is one of the WIDGETS. To find it, click on the DASHBOARD (the second icon on the DOCK). You will see on the screen four large icons: CALCULATOR, TIME, DATE, and TEMPERATURE (unless you have changed them on your own computer). At the lower left of the screen, look for the circle with the X inside it, and click on it. You will see a long strip across the bottom of the screen. Here is a screen picture of a portion of that strip showing the DICTIONARY icon. This is an electronic version of the entire *New Oxford American Dictionary* and *Oxford American Writers Thesaurus*.

To use the DICTIONARY:

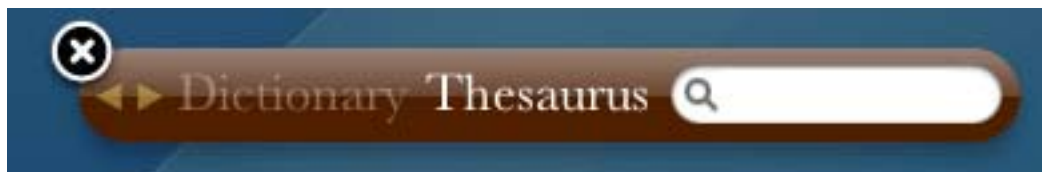
1. Click on the DICTIONARY icon.
2. See the DICTIONARY/THESAURUS icon that appears on the screen.



3. Make sure the DICTIONARY word is highlighted.
4. Type in the word in the search box and press the RETURN key.
5. You will see a window open with matching words. Double-click a word (or highlight it and press ENTER) to view a full definition, complete with sample sentence and pronunciation guide.
6. If you don't recognize a word in the definition, double-click that word to look up its definition. You can then double-click again in that definition, and so on.
7. On your own computer, you may wish to leave the DICTIONARY/THESAURUS icon on the screen that appears when the DASHBOARD icon is selected.

To use the THESAURUS:

1. Click on the DICTIONARY/THESAURUS icon. If the emphasis is on the DICTIONARY word on the icon, click on the word Thesaurus to change the emphasis.
2. Type in the word in the search box, and press RETURN.



Macintosh OS 10.4 (Tiger) Keyboard Shortcuts

Keyboard Shortcut	Description
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Taking Screen Pictures

Command-Shift-3	Takes a picture of the whole screen
Command-Shift-4	Takes a picture of the area you drag to select

Finder Window

Command-W	Close Window
Option-Command-W	Close all Windows
Command-Right Arrow	Expand folder (list view)
Option-Command-Right Arrow	Expand folder and nested subfolders (list view)
Command-Left Arrow	Collapse Folder (list view)
Option-Command-Up Arrow	Open parent folder and close current window

File Menu

Command-N	New Finder window
Shift-Command-N	New Folder
Command-O	Open
Command-S	Save As
Command-P	Print
Command-W	Close Window
Option-Command-W	Close all Windows
Command-I	Get Information
Command-D	Duplicate
Command-L	Make Alias
Command-Delete	Move to Trash
Command-F	Find

Edit Menu

Command-Z	Undo
Command-X	Cut
Command-C	Copy
Command-V	Paste
Command-A	Select All

View Menu

Command-1	View as Icons
Command-2	View as List
Command-3	View as Columns

Other Commands

Command-Q	Quit a program
Option-Command-D	Show/Hide Dock
Control-Click	Opens a menu that lists commands appropriate to the location of the cursor. With a two-button mouse, you can use a right-click.